

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **035**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **2**

Location: **NCCI, Gardner, MA**

Internship Track: **Classification & Treatment**

Hours/Schedule: **Flexible**

Duration:
Fall Semester

Position Description: Intern will provide administrative / clerical support to various departments within the institution to assist with such tasks as the handling of information requests, Records Department procedures and treatment / classification operations. The position will provide cross training and exposure to operations regarding Classification, inmate programs, Criminal Offender Record Information (CORI) and institutional security procedures.

Responsibilities/Major Duties: Assigned to the Deputy Superintendent of Classification, Programs and Treatment and reporting staff. Maintain schedule adherence. Gain understanding and proficiency in professionalism within a correctional environment.

Preferred Qualifications: Completed at least two years of college. Should be organized, motivated, mature and able to handle confidential information. Computer skills required.

How to apply:**Mail Internship Application to:**

Office of Diversity & Equal Opportunity
50 Maple Street, Milford, MA 01757
Fax: (508) 422-3624

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**